

Summer Village of Silver Sands

Block Captain – Emergency Management Roles & Responsibilities

Purpose: To act as a support and contact person for a defined area within the Summer Village. Function as a liaison between Council, emergency management officials and local residents. In this function assist with Emergency Management through contacting residents within a defined area and assisting emergency management and first response personnel in duties to promote and ensure the safety of residents and guests of the Summer Village. Further, liaise between Council and community residents to assist with good government and improved services. Other options are to assist in Crime Watch initiatives and to promote Silver Sands Connect and other communication services.

Areas Requiring Block Captains

Silver Sands East: Silver Sands Drive, Bay Drive, Hillside Crescent, Birch Ave., Golf Course Road., Spruce Ave., Poplar Ave., Conifer Cres., Aspen Ave., Ash Ave., Alder Ave.

Silver Sands West: Willow Ave., Pine Cres., Fir Ave., Hazel Ave., Cedar Ave, Poppy Place.

Specific Duties

1. Initiate contact with residents within defined area.
2. Develop and maintain contact information with area residents (phone numbers, etc.)
3. At least semi-annually make contact with members of each residence.
4. Distribute emergency management information or provide direction to each residence resident on where information is available on processes to follow in an emergency.
5. Assist emergency management officials with emergency exercises.
6. Assist Council with communicating other programs and services to residents.
7. Provide Council with feedback on citizen needs and/or concerns.

Measures

1. Attend a least one Block meeting a year.
2. Maintain a contact list for each residence in Block.
3. Attend emergency management exercises as called.

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Block Captain Terms of Reference

A primary purpose of the Block Captain role is to assist with preparing for and communicating activities that occur after a State of Local Emergency (SOLE) event has been called in the summer village. To make the position more meaningful and to set the stage for developing good relationships between the residents on each street it is proposed that Block Captains have an expanded role to work with their fellow residents to have strong relationships with one another in support of their safety, common values and strengths.

1. Emergency Management Street Coordinator
 - a. Maintain and share contact information of residents.
 - b. Provide support to street residents on actions being taken when an emergency event is called.
 - i. Notice of event details, Muster Points, expected timelines and action steps.
 - ii. Information on steps to take in preparing for an event.
 - iii. Provide information on steps to return home after an event.
 - c. Provide residents with updates of emergency plans (Evacuation Plan, Social Services Plan).
2. Council Street Contact
 - a. Encourage residents to communicate their needs to Council.
 - b. Further, to make them aware of existing information and communication routes currently available to them.
3. Street Booster
 - a. Annual Street Party/Social facilitator – Work with street residents to put together at least one social event each year for all people/residents on your street.
 - b. Maintain contact with all residents to enhance community spirit on street and support the interests of all residents.
 - c. Work with fellow residents to support a safe and secure community.
 - d. Engage Street Lieutenants to make the Block Captain's job easier and more effective.